

# Plan Review for Child Care in a Residence

(Maximum 12 Full Time Children, Primary Care Giver Must Live in Residence)

**Purpose:** To ensure child cares in a residence meet:

1. N.C. State Building Code.
2. N.C. State Fire Code and local Ordinances
3. N.C. Dept. of Environment and Natural Resources, Division of Environmental Health Regulations enforced by Mecklenburg County Health Dept.
4. N.C. Dept. of Health and Human Services, Division of Health Service Regulation (DHSR formerly DFS) and the Division of Child Development Regulations.

PHONE NUMBERS FOR THESE AGENCYS ARE ON PAGE 3.

**Please follow these simple guidelines outlined below to get you started. Full Plan Review Requirements will follow.**

1. Zoning: It is critical to know what one's zoning category is before opening any type of business. To determine zoning requirements and status in Mecklenburg County call 311 or 704-336-7600 if outside of our area. For the Surrounding towns, Cornelius, Davidson, Huntersville, Matthews, Mint Hill, and Pineville please call their offices directly.

2. Contact the NC Department of Health and Human Services, Division of Child Development, Ebony Duncan, @ 704-594-0043, [ebony.duncan@dhhs.nc.gov](mailto:ebony.duncan@dhhs.nc.gov) or Lisa Martin @ 704-594-0143 [lisa.martin@dhhs.nc.gov](mailto:lisa.martin@dhhs.nc.gov) .

3. Applicants should contact Residential Plan Review services at 980-314-2633 to schedule a preliminary appointment to discuss the North Carolina Building Code requirements and other guide lines set forth by the Department of Health and Human Services or other licensing entity. At the time of meeting, documentation will be required to validate you have approval from the County Zoning Department and have been pre-qualified from the Department of Health and Human Services (Adult) to help facilitate your code compliance process.

## [Additional Information](#)

Please research the North Carolina General Statutes concerning Adult and Child Day Cares, NC-GS 131D-6(b) and NC-GS 110 respectively.

## Plan Submittal Requirements (know beforehand the service/license applied for):

**Complete Plans** consisting of 2 pages drawn to scale, minimum size **11" x 17"** are to be submitted electronically via the contractors account at [www.meckpermit.com](http://www.meckpermit.com) along with permitting, zoning plot plan documents, Health Department Application and NC State Licensing Letter.

**PAGE 1** of set will be a SITE plan showing:

1. Property lines of lot.
2. Home location on lot.
3. Porches, decks, ramps.
4. Exit doors
5. Driveways, sidewalks.
6. Complete property address, owner name and contact information.

**PAGE 2** Plans are to be a legible floor plan drawn to scale indicating:

1. Room location/name (*Day care area, bedroom, bath, kitchen, etc.*) and area sq. ft. tabulation.
2. Identify rooms where children will be kept. (*children can only be on same floor level as exit.*)
3. Two remote exits directly to the exterior, one with 36-inch side hinged door and Accessibility Standard landing and ramp. Secondary exit minimum 32" clear opening. (**Exception:** *One 36-inch-wide side hinged door providing direct egress to outdoors with above landing/ramp is allowed providing daycare area is confined to the one area of exit. Day Care occupancy limited to ten.*). (**NCBC 429 ADULT AND CHILD DAY CARE, SECTION 1001.1 ADMINISTRATION-General and 1007 EXIT AND EXIT ACCESS DOORWAYS.**)
4. Door Hardware: *Lever handles are required, and double cylinder deadbolt latches are prohibited.* (**NCBC 1010.1.9 Door operations & NCRC R311.2 Egress door (All doors).**)
5. Detailed layout of Kitchen showing location of cabinets, 2 compartment kitchen sink and proposed location of separate hand washing sink. (*must be approved by Health Department before installation*). Appliance location. (*Label appliances: Ref., Range, Dishwasher, etc.*)
6. Detailed layout of Bathroom showing location of sinks, toilet, tubs, showers, cabinets, etc.
7. Show location of Fire Extinguisher and 1 manual pull Fire Alarm. (*call Fire Department for Specific Requirements*)
8. Wall and ceiling coverings are to be of non-combustible materials (*plaster or gypsum wallboard*) (**NCBC 429.1.3 Walls and ceilings - Adult and Child Day Care**).
9. Residence smoke alarms will be required to be updated, interconnected and hardwired if the home has an accessible attic/crawlspace that would allow this without removal of interior finishes. (**NCRC 2018 R314 Smoke Alarms**)
10. Fire Extinguishers: *At least one 2-A:10-BC shall be provided per floor with a maximum of 40 feet travel distance to the extinguisher.*
11. **Adult Day Care:** Check with the State Adult Day Care consultants as State requirements exceed the minimum Code requirements set forth in the NC Building & North Carolina Residential Codes.

## The Process:

1. Verify City/County Zoning requirements can be met and acquire Zoning Letter of Intent.
2. Provide letter from the Division of Health Service Regulation (DHSR formerly DFS) or State Child Care consultant stating the type of license that is being applied for. Letter is required to have the following information: Address, Type of Licensing applying for, any limitation, areas specific to the use if any, General Status #, Guide lines that will be required by the given licensing entity.
3. Provide complete plans and the Mecklenburg County Health Dept. application for in-home day care submitted electronically as previously noted, minimum plan size 11" X 17". A \$300.00 (non-refundable) Plan Review fee will be charged once plans are accepted for review.
4. The Building permit application shall have all Building and/or other Trades permits listed as required. Once approved, stamped plans will be available online to be printed out and utilized for inspections and are required to be on site at the day care location for Building Inspector, Health Department Official and Childcare Consultant use.
5. Permitting might require a \$2,000.00. Cash bond or Surety bond with Mecklenburg County before permit issuance if the Primary Building permit is issued under the Day Care name.

For projects that involve an addition to a structure or renovations call Plan Review for additional requirements at **(980) 314-2633**.

### **Child Care Regulatory Agencies**

Mecklenburg County Residential  
Plan Review Department  
2145 Suttle Avenue  
Charlotte, N.C. 28208  
Phone: (980) 314-2633

Mecklenburg County Health Department  
2145 Suttle Avenue  
Charlotte, N.C. 28208  
Phone: (704) 336-5100

N.C. Department of Health and Human  
Services  
Division of Child Development  
Phone: (800) 859-0829

Mecklenburg County Fire Marshal  
(outside city of Charlotte)  
Phone: (980)-314-3070

City of Charlotte Fire Prevention  
Phone: (704) 336-2101

City of Charlotte Zoning  
2145 Suttle Avenue  
Charlotte, N.C. 28208  
Phone: 311 or (704) 336-7600

Mecklenburg County Zoning  
(includes zoning for Davidson, Cornelius,  
Matthews, & Pineville)  
2145 Suttle Avenue  
Charlotte, NC 28208  
Phone: (980) 314-2633

Town of Huntersville Zoning  
Phone: (704) 875-7000  
Web site:  
<https://www.huntersville.org/228/Planning-Department>

Town of Mint Hill Zoning  
Phone: (704) 545-9726  
Web site:  
[https://www.minthill.com/planning\\_department.php?Planning-Department-43](https://www.minthill.com/planning_department.php?Planning-Department-43)

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